



REPOST

HUALAPAI NATION JOB ANNOUNCEMENT OPEN COMPETITIVE

JOB TITLE: Director of Housing
DEPARTMENT: Housing Department
CLASS: Regular Full Time, Exempt, Council appointed
SALARY: Depending on Qualifications
OPENING DATE: December 18, 2013
CLOSING DATE: January 17, 2014

POSITION SUMMARY:

The incumbent is under the authority of the Hualapai Tribal Council and is responsible for enforcing the policies and operating ordinance of the Housing Department in accordance with Tribal, and in consideration of HUD regulations, using sound business practices. The incumbent must have knowledge of HUD programs, new construction, renovation and development of projects, conventional debt financing sources and affordable housing financing; Develop Indian Housing Plans (IHP), Annual Performance Report (APR), and personnel management.

ESSENTIAL FUNCTIONS:

- Establish a Mortgage Financing Program for participants.
- Develop the operating budget on an annual basis, proposing modifications as necessary.
- Oversee staff, making necessary schedules to comply with annual inspections of projects.
- Oversee new constructions and renovation projects for home-ownership projects and/or rental units.
- Propose policies for home-ownership loans through HUD, Banks, and other lending agencies.
- Works with staff and outside consultants for management of the Department in areas of development, Grant funding, architecture, engineering, and prime constructions contractors.
- Other duties assigned.

MINIMUM QUALIFICATIONS:

- Prefer a graduate degree in real estate (or closely related discipline), business planning, administration;
- OR**
- Must have four to ten years related experience in development of Indian Housing Plans.
 - Good knowledge of court procedures and Hualapai Law and Order Code.
 - Excellent written and verbal skills.
 - Leadership development and training skills.
 - Ability to make fair and impartial decisions regarding selecting of tenants and home buyers.
 - Should have experience working with low-income communities and with non-profit housing developers.
 - Must be computer literate.
 - Must have a valid Driver License and be eligible for tribe's insurance.
 - Submit to and pass a pre-employment drug/alcohol screening and random test thereafter.

HOW TO APPLY:

Submit a completed Employment Application to: Human Resources Department, PO Box 179, Peach Springs, AZ 86434, fax (928) 769-1191, or call (928) 769-2215/2216 for information. To be considered for

REPOST

employment, the Human Resources Department must receive a completed application by 5:00 PM on the closing date. A resume **will not** be accepted in lieu of a completed employment application. **All applications and supporting documentation submitted becomes the property of the Human Resources Department; please keep copies for your own reference.**

PREFERENCE:

All applicants are considered without regard to age, sex, race, national origin, religion, marital status, or physical disability. However, preference may be extended to persons of Indian descent in accordance with Public Law 88-355, Section 703 (702-71) and public Law 93-638, Section 7B.

THE HUALAPAI TRIBE IS AN EQUAL OPPORTUNITY EMPLOYER/PROGRAM

Auxiliary aids and services available upon request to individuals with disabilities